

2008 Retirement/Termination Cutoff Dates (Revised 8/01/2008)

Retirements

The cut-off date for retirements is Tuesday night of time entry week. State Payroll requires the following to be completed by the deadline:

- 1) All of the time for the final pay period has been entered, approved and updated through time evaluation in SAP.
- 2) The retirement action is entered in HRE (including the payout information in the comments).
- 3) The retirement benefits estimate Excel spreadsheet is completed and emailed to State Payroll at payroll@utah.gov.
- 4) The online electronic retirement worksheet is completed and e-signed by the preparer and the employee.

If one of these pieces is missing the retirement will not be processed until the payday following completion of all these steps.

Terminations

Due to the "Working 4 Utah" initiative, the termination cut-off dates for Pay Periods 15/2008 – 26/2008 have changed (as shown below). All HRE termination entries and SAP time entries need to be completed by 2 p.m. on Wednesday of time entry week (this deadline changes to Tuesday when necessitated by a holiday as indicated below). State Payroll audits the termination entry in HRE and enters the payouts in SAP prior to the run of preliminary payroll.

Pay Period	Pay Period Dates	Cut-off Date	Cut-off Day	Prelim Payroll	Final Payroll	Pay Date
01/2008	01/12 – 01/25	01/31	Thursday	02/04	02/05	02/08/2008
02/2008	01/26 – 02/08	02/13	Wednesday	02/15	02/19	02/22/2008
03/2008	02/09 – 02/22	02/28	Thursday	03/03	03/04	03/07/2008
04/2008	02/23 – 03/07	03/13	Thursday	03/17	03/18	03/21/2008
05/2008	03/08 – 03/21	03/27	Thursday	03/31	04/01	04/04/2008
06/2008	03/22 – 04/04	04/10	Thursday	04/14	04/15	04/18/2008
07/2008	04/05 – 04/18	04/24	Thursday	04/28	04/29	05/02/2008
08/2008	04/19 – 05/02	05/08	Thursday	05/12	05/13	05/16/2008
09/2008	05/03 – 05/16	05/21	Wednesday	05/23	05/27	05/30/2008
10/2008	05/17 – 05/30	06/05	Thursday	06/09	06/10	06/13/2008
11/2008	05/31 – 06/13	06/19	Thursday	06/23	06/24	06/27/2008
12/2008	06/14 – 06/27	07/02	Wednesday	07/07	07/08	07/11/2008
13/2008	06/28 – 07/11	07/16	Wednesday	07/18	07/21	07/25/2008
14/2008	07/12 – 07/25	07/31	Thursday	08/04	08/05	08/08/2008
The cutoff dates below this line have changed – beginning with Pay Period 15/2008						
15/2008	07/26 – 08/08	08/13	Wednesday	08/18	08/19	08/22/2008
16/2008	08/09 – 08/22	08/26	Tuesday	08/28	09/02	09/05/2008
17/2008	08/23 – 09/05	09/10	Wednesday	09/15	09/16	09/19/2008
18/2008	09/06 – 09/19	09/24	Wednesday	09/29	09/30	10/03/2008
19/2008	09/20 – 10/03	10/08	Wednesday	10/13	10/14	10/17/2008
20/2008	10/04 – 10/17	10/22	Wednesday	10/27	10/28	10/31/2008
21/2008	10/18 – 10/31	11/04	Tuesday	11/06	11/10	11/14/2008
22/2008	11/01 – 11/14	11/18	Tuesday	11/20	11/24	11/28/2008
23/2008	11/15 – 11/28	12/03	Wednesday	12/08	12/09	12/12/2008
24/2008	11/29 – 12/12	12/16	Tuesday	12/18	12/22	12/26/2008
25/2008	12/13 – 12/26	12/30	Tuesday	01/05	01/06	01/09/2009
26/2008	12/27 – 01/09	01/13	Tuesday	01/15	01/20	01/23/2009